



Service, Science, Sustainability

Under the leadership of the Commissioner of Public Lands, our work at the Department of Natural Resources (DNR) is done with the public's interest in mind, which means transparency and public knowledge. Our decisions are guided by sound science as we manage state trust lands, native ecosystems and natural resources. We support the vision of a sustainable future by protecting and managing the natural resources so future generations will have them.

DNR manages over 5 million acres of state-owned land that includes forest, range, commercial, agricultural and aquatic lands. We generate revenue that supports public schools, state institutions and county services. But managing lands is only half of our story. We also protect other public resources such as fish, wildlife, water, and provide public access to outdoor recreation. Two of our largest and most important state-wide resource protection responsibilities are fire prevention and suppression, and overseeing forest practices.

The DNR operates with a biennial budget of approximately \$400 million and has over 1300 employees.

We have some of the most talented people in the industry. We honor diversity in the workplace and support one another with respect and trust. We invite you to learn more about our culture, our careers, and why some of the top forestry and natural science professionals have joined Washington DNR by visiting our [DNR website](#).

Employee Benefits

The state of Washington offers a comprehensive benefits package including:

- [Medical](#), [dental](#), [life](#) and [long-term disability](#) insurance.
- Optional [long-term care](#), and [auto/home](#) insurance.
- Optional [medical flexible spending account](#).
- Vacation, sick, military, and civil leave.
- Eleven paid holidays per year.
- A state [retirement plan](#).

Forest Practices Processing Assistant Pacific Cascade Region

Recruitment # 2009-01-4715

SALARY RANGE:

\$2,161 – \$2,789 per month

This is a permanent position represented by the WPEA. Once appointed to this position the incumbent will be required to pay union dues or other representation fee within the first 30 days of employment.

LOCATION:

Castle Rock, WA

CLOSES:

February 13, 2009

POSITION PROFILE:

This position supports the mission and goals of DNR through the Forest Practices Program. Responsibilities include processing applications in a timely manner and providing information to the general public and other agency personnel to aid them in understanding and following the rules and regulations of the Forest Practices Program.

REQUIRED POSITION QUALIFICATIONS

- High school graduation or GED.
- Two years of clerical experience.

DESIRED POSITION QUALIFICATIONS

- Knowledge of Forest Practices Rules and Regulations
- Experience filing, preparing correspondence, use of office equipment (computers, phones, copiers, scanners, fax)

SPECIAL POSITION REQUIREMENTS AND WORKING CONDITIONS

- The primary work environment is in an office setting with the possibility for extended periods of sitting or standing. Some flexibility in the schedule may be required for trainings or meetings.
- Position requires regular contact with external customers and stakeholders including operators, small forestland owners, and other government representatives. Position has more than an occasional contact with angry and/or disgruntled customers and stakeholders.

APPLICATION PROCESS

To be considered for this position, please submit:

- A letter of interest describing how your experience and qualifications relate to the job profile and the required and desired position qualifications. Indicate in your letter of interest how you learned of this opportunity.
- A completed application – www.dnr.wa.gov/jobs/stateapp.doc
- An online **voluntary** [Applicant Profile Questionnaire](#). *(This form is not required it is voluntary. Please submit it online. Please do **not** submit with application materials).*

The first screening will be based on information contained in your candidate materials.

Submit all materials by the closing date to:

<ul style="list-style-type: none"> Optional credit unions and savings bonds. Optional Deferred Compensation and Dependent Care Assistance programs. <p>Join our job announcement mailing list and view all current job opportunities. Visit: DNR Jobs</p> <p>This announcement is published by the Washington State Department of Natural Resources (DNR). The DNR is an equal opportunity employer. Women, racial, and ethnic minorities, persons of disability, and disabled and Vietnam-era veterans are encouraged to apply. Persons with a disability who need assistance during the screening process, or those needing this announcement in an alternative format may contact DNR's ADA Coordinator at (360) 902-1150. DNR may be contacted using the Washington State Telecommunications Relay Service (TTY) by dialing 711.</p>	<table border="1"> <tr> <td>Electronic method preferred</td><td>OR</td></tr> <tr> <td>Judy.Hainline@dnr.wa.gov</td><td>Judy Hainline PO Box 280 Castle Rock, WA 98611-0280</td></tr> <tr> <td colspan="2"> <p>NOTE: Please indicate “Forest Practices Processing Assistant #2009-01-4715” in the subject line of your e-mail.</p> <p>By submitting the application materials you are indicating that all information is true and correct to the best of your knowledge. You understand that the state may verify information and that untruthful or misleading information is cause for removal from applicant pool or dismissal if employed.</p> </td></tr> </table> <p>Please contact Seth Barnes at (360) 577-2025 or Judy Hainline at (360) 575-5023.</p> <p>Join our job announcement mailing list and view all current job opportunities. Visit: www.dnr.wa.gov/jobs</p>	Electronic method preferred	OR	Judy.Hainline@dnr.wa.gov	Judy Hainline PO Box 280 Castle Rock, WA 98611-0280	<p>NOTE: Please indicate “Forest Practices Processing Assistant #2009-01-4715” in the subject line of your e-mail.</p> <p>By submitting the application materials you are indicating that all information is true and correct to the best of your knowledge. You understand that the state may verify information and that untruthful or misleading information is cause for removal from applicant pool or dismissal if employed.</p>	
Electronic method preferred	OR						
Judy.Hainline@dnr.wa.gov	Judy Hainline PO Box 280 Castle Rock, WA 98611-0280						
<p>NOTE: Please indicate “Forest Practices Processing Assistant #2009-01-4715” in the subject line of your e-mail.</p> <p>By submitting the application materials you are indicating that all information is true and correct to the best of your knowledge. You understand that the state may verify information and that untruthful or misleading information is cause for removal from applicant pool or dismissal if employed.</p>							